

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 6th July 2017

Present:

Ken Murphy (KM Chair)	Vicky Poulter (VP – Vice Principal)
Peter Bolton (PB)	Chris Roope (CR)
Alison Butterworth (AB)	Simon Sagers (SSag)
Dushy Chetty (DCh)	Sue Speller (SSp)
Duncan Cooper (DC - Principal)	Stephen Morris (SM)
Rachel Dix-Pincott (RD-P)	

Minutes: Sue Smith (SS - Clerk)

	ACTION
<p>1. Apologies James Dow, Peter Nussey, George Lynn</p>	
<p>2. LGB Structure, Frequency and types of meetings, Governance Planner 2017-18</p> <p>The Chair asked the governors if the format of governor meetings since January had been working. He confirmed that the Minutes showed depth of questions and provided an insight into what was happening at school level.</p> <p>Q: What does the Leadership Team think of the format of meetings?</p> <p>A: The Principal and Vice Principal agreed that there was a significant gain in the structure and less frequent meetings since January 2017. There was triangulation of key aspects in each meeting with the new LGB meeting structure.</p> <p>The Governance Planner 2017-18 was issued currently with 4 meetings during term 1, 2 during terms 2 and 3. It was agreed that agenda timings needed to be kept to without rushing through items, and extra meetings could be slotted in to the schedule if necessary. It was also agreed that data should be distributed to governors as soon as possible following a data point. The Principal highlighted that the Leadership Team are not always able to scrutinise the data sufficiently in time for LGB meetings. There should be standing agenda items/categories i.e. Safeguarding.</p> <p>It was unanimously agreed that the current structure will continue for 2017-18.</p>	
<p>3. Terms of Reference Unfortunately the ToR circulated was incorrect. This will be recirculated to governors after the meeting for comments.</p>	SS
<p>4. Code of conduct It was unanimously agreed that the Code of Conduct circulated needed amendment to the wording to the LGB core strategic functions. Action: SS to contact the MAT Clerk with suggested changes.</p>	SS
<p>5. Scheme of Delegation The Chair asked if the Scheme of Delegation fully sets out what should be being delivered, and does it work from the school's perspective?</p> <p>Q: We don't know who is in each role. The Chair explained the hierarchy structure. It was felt that there was no proper communication strategy between the MAT and LGBs. The Chair said that communication issues have been highlighted with the MAT and this</p>	

<p>was being worked on. The Scheme of Delegation shows the legal structure of the MAT, what should be fed back to and from Committees and LGBs and how.</p> <p>Q: What does the Achievement & Standards committee do?</p> <p>A: The committee looks at high level key figures sharing information so that targets/forecasts can be benchmarked across the Trust. If one school started to fall below what was expected, then the committee would discuss this. It is still the responsibility of the LGBs to scrutinise their own data.</p>	
<p>6. Succession planning – election of Chair</p> <p>The current Chair (KM), had already indicated that he would be stepping down at the end of the academic year, and this is also in accordance with the EFA/Schools Commissioner who do not want to see Chairs of LGBs on the MAT board.</p> <p>Stephen Morris put his name forward to be Chair. This was proposed by Alison Butterworth and seconded by Simon Saggars. This was unanimously agreed. Ken Murphy proposed that Alison Butterworth stay on as Vice Chair, which was seconded by Simon Saggars. This was unanimously agreed.</p> <p>The governors wished the minutes to show thanks to KM for all his efforts and hard work whilst Chair. KM in turned thanked the governors for all their hard work and support. Kate French and James Dow have indicated that they will be stepping down. KF from the end of the academic year, and JD when his term finishes in October. PN's term also finishes in October 17, and SSag in April 18. As KF is a Trust Appointed Governor, there will be one vacancy for this category.</p> <p>Headteacher's Performance : The following are able to take part in the Headteacher's Performance appraisal process : SSp, AB, DCh, CR. SM will no longer be able to take part in his capacity of Chair.</p>	

Meeting closed at 7.10pm

Date of next meeting: 12.07.17 at 7pm

Chair